



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT 27535
APO AE 09139-7535

IMBA-ZA

18 July 2012

MEMORANDUM FOR All Tenant Units and USAG Directorates

SUBJECT: Policy for Disposition of Excess Installation Property

1. **Effective Date:** This policy letter is effective immediately and remains in effect until superseded or rescinded.
2. **Reference:** AR 710-2; AR 735-5
3. **Policy:** The installation property book officer (IPBO) warehouse is the central turn-in point for all excess installation property items. The IPBO will identify serviceable items and attempt to redistribute within the garrison before requesting disposition to send to DRMO or return to the supply system.
4. **Definition:** Installation property is all non-deployable property, except expendable items and personal clothing, issued to a unit or procured using appropriated funds under authority of a CTA or TDA authorization document. Examples of installation property are furniture, automation, and all non MTOE equipment and supplies.
5. All excess installation property, regardless of how it was acquired, will be turned-in to the IPBO Warehouse. This also applies to property not accounted for on a hand receipt.
 - a. IPBO will identify all serviceable assets and redistribute or retrograde in accordance with 21st TSC disposition instructions. The IPBO will coordinate disposal of unserviceable items with DLA disposition services. Only the IPBO can authorize local disposal of unserviceable excess installation property.
 - b. Disposal of property at the recycling point or dumpsters without approval of the IPBO is not authorized. Violators will be reported to the Garrison CSM.
6. IPBO is located in building 7039 (located next to CIF), 469-8349/7569.
7. POC is Mr. Fertig the Installation Property Book Officer at 469-8896.


MICHELLE L. BIENIAS
LTC, MI
Commanding